STEP BY STEP INSTRUCTIONS TO COMPLETE AN OT DOCUMENT IN NIS

- ✓ Login to Solutions Explorer
- ✓ Click on Roles
- ✓ Click on Procurement
- ✓ Click on Purchasing
- ✓ Click on Statewide
- ✓ Click on Purchasing-Statewide
- ✓ Click on Exception Orders
- ✓ Click on Communications Equipment
- ✓ Click on Requisition Entry (OT)
- ✓ Click on Enter Req for Communications Equipment (OT)

When you get to the screen pictured above, Click ADD
Your next screen will look like the screen pictured below.

Enter Supplier (Your supplier is DOC-Division of Communications).
Your supplier number will always be 557759.
Enter Ship To (This is your agencies Facility number)
Tab down to Buyer and enter your address book number.
Send Invoice To will default to the Ship To number (this is OK to leave as Ship To).
Your agency will continue to be billed via the IBT document as always.
No entry is necessary in the Pmt. Remark / Description boxes.
Order Date will default to todays date.
Tab down to Requested Date, Enter the date you wish to receive your order.
Tab down to Promised Delivery, Enter the date you were told you should receive your order.
Tab down to Cancel Date, Enter a date in the future (our agency enters a date 60 days into the future).
Click on the Business Unit in the upper right corner of the screen and Enter your BU number
(DOCs BU is 65060012), your agencies BU number will be different.
Click OK.

If you receive an error after clicking OK, you may not have the approval to process an OT document.
You will need to contact your agency Communications Coordinator/ Manager to complete your request.

Write down your OT number.
Scroll down to the QBE line.
Click in the Inventory number field, Enter the Inventory number.

The Division of Communications has built a suggested list of Inventory numbers to use.
Please feel free to research for your own Inv. Number.
72559 – Telecommunications Parts and Pieces not otherwise specified.
72555-460756 – Answering machines
91579 – Telecommunications Equipment
72553 – Single line Telephone



Tab over to Quantity Ordered, Enter Quantity
Tab over to Tr. UoM, Enter EA
Tab over to Unit Cost, enter a price <u>not</u> less than $5.00 as this is necessary to route through your agency for approval.
If you wish to enter an exact cost, please contact Norma White @ 402/471-3562.
Tab over to Pu. UoM, Enter EA
Tab over to Ln Ty, Enter J (J = G/L Account Number)
Tab over to Description 1, Enter Equipment description (ex….M12 amplifier).
Tab over to Description 2, Enter your Billing number and Jobcode (ex…BN 402/471-3562; JC 6506750)
Tab over to Account number, Enter BN.OBJ (ex….65060012.534700)
Account number is the same as BU-business unit + object code 534700. (534700-Communications Supplies Expense)
Tab over to Cost Center, Enter your Business Unit.
Tab over to Object Account, Enter your Object code (Ex….534700)
Tab over to Report Code 1, Enter the first 3 digits of the Inventory number you selected.
Tab over to Report Code 2, Enter the last 2 digits of the Inventory number.
You may have used a 3 digit code, in which case you can leave Report Code 2 blank.
Arrow down to next row, this will fill in the blanks of your first line of order.
You may now proceed to line 2 if you have more equipment you wish to order.
Each line of order will require Description 2 showing BN & JC in order for that line to print out billing information.
Note: If you do not complete line 1 in order entry, and NIS shuts down, you will have to start from the beginning.

Once you have completed your order, you may scroll to the top of the screen and click OK.
This OT document will route to the next person in your approval route.
Once the OT has agency approval, the OT document will automatically route to DOC for processing.

The Division of Communications checks for outstanding OT documents numerous times each day and will process your order in the same timely manner you have experienced in the past.

HOW TO PRINT AN OT DOCUMENT

- ✓ Login to Solutions Explorer
- ✓ Click Roles
- ✓ Click on Procurement
- ✓ Click on Purchasing
- ✓ Click on Statewide
- ✓ Click on Purchasing-Statewide
- ✓ Click on Exception Orders
- ✓ Click on Communications Equipment
- ✓ Click on Requisition Entry (OT)
- ✓ Click on Print Req (OT)
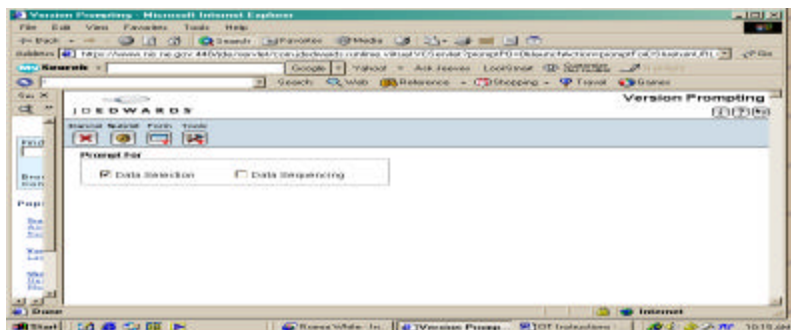
Click on Date Selection
Click Submit
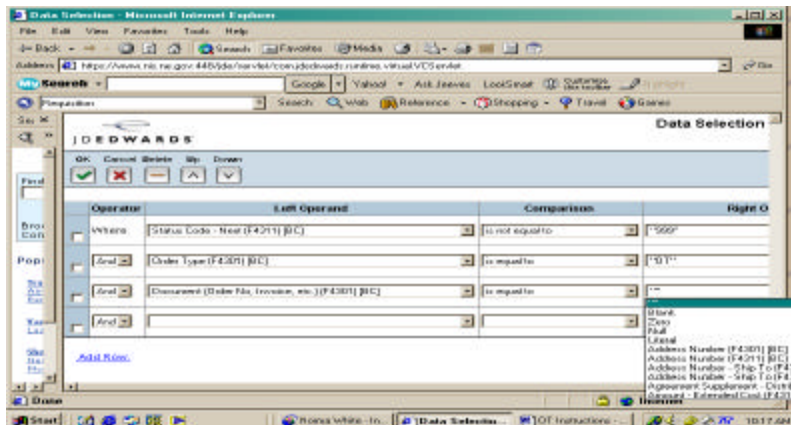
Click on the 3rd row, far right quotes located in the Right Operant column, Choose Literal.
Enter your OT number in Literal Value window, as shown below.
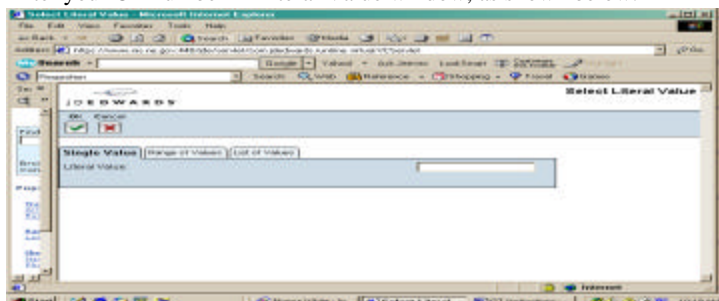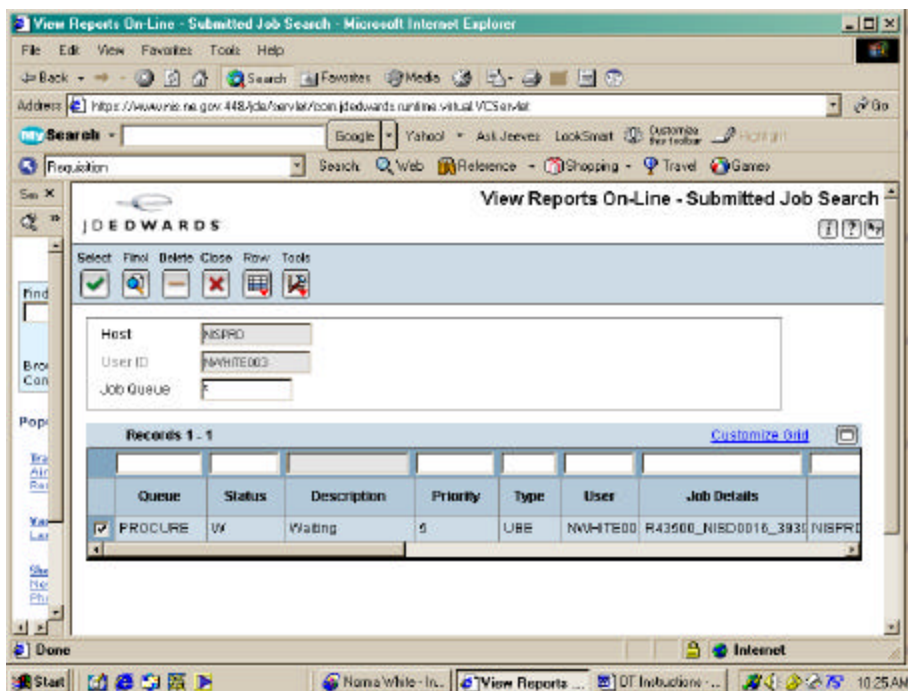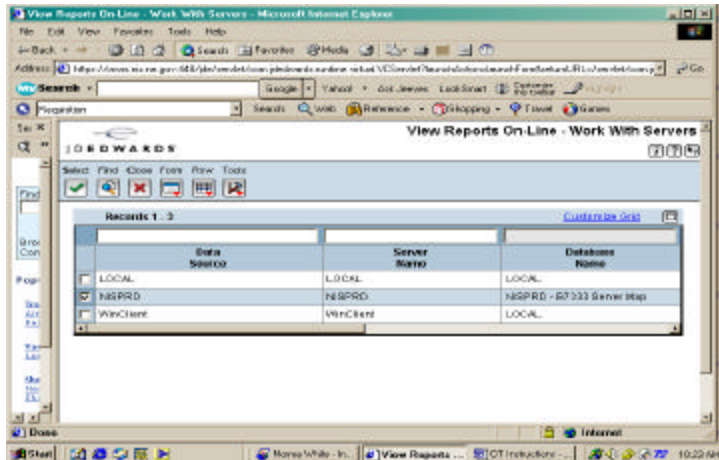

Click OK.

Continue clicking OK until you get back to the menu options screen.

At menu options, scroll down and Click on View Reports On Line.
Click Find
Select NISPRD
Click Select

Click Find periodically until the Description field shows Done.
Select record, Click on Row, Choose View PDF.
You may now save/ open or print this OT document.
Once you have completed printing/ saving; you may delete this record. Your OT will still be available in the system.

If you have questions or concerns regarding OT documents, please contact Norma White at 402/471-3562 / email nwhite@doc.state.ne.us .